

# Office Administrative Intern Application



# Administrative Intern: Events Team

## OVERVIEW

The Administrative Intern serves in the National Office from January - June as support for the Events Team during the State Class Season. The Administrative Intern works closely with the Administrative Coordinator to ensure excellent execution and distribution of State Class Supplies to classes in all 50 states. The Administrative Intern's primary responsibilities include packing and shipping supplies, assisting with overall Office Responsibilities, and Store support during the busy season in the National Office. The Administrative Intern reports directly to the Director of Events.

## ROLE INFORMATION

**Title:** Administrative Intern

**Supervisor:** Director of Events

**Status:** Full-Time Intern

**Location:** Richmond, VA

**Time Commitment:** Six Months (January 4 - June 30, 2022)

**Compensation:** Information provided upon request

## EXPECTATIONS

- Customer Service Support + Assistance
- Store Maintenance Assistance
- State Class Supplies Packing + Unpacking
- National Convention Supplies Preparation Assistance
- Alumni Event Supplies Preparation Assistance
- Onsite Event Administration Assistance
  - Staff Training
  - National Convention
  - Season Debriefs

## QUALIFICATIONS

- Organizational Experience
- Administrative Excellence
- Customer Service Capacity
- TeenPact State Class Experience

Please attach a resume with the following information or fill out each section below.

### CONTACT INFORMATION

*Please provide your most up-to-date information for us to communicate with you regarding your application.*

FULL NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

### EDUCATION

*Please provide applicable education history, including names of schools, degree programs, or courses of study.*

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### SKILLS

*Please list applicable skills or experience that you believe would support your ability to fill this position excellently.*

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### REFERENCES

*Please provide 2-3 references who we can contact for further information and feedback regarding your qualification, competency, and character as needed. Please include their name, title, relationship, and contact information.*

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### PERSONAL INVESTMENT

*Please attach a document with short essay responses (min. 50 words each) for the following topics.*

- Describe your desire to serve in a full-time ministry capacity.
- Describe previous administrative, organizational experience.
- Describe your ability to efficiently manage details.
- Describe the importance of excellent customer service.
- Describe what aspects of this opportunity interest you most.